FINELINE

SEPTEMBER 2008

Brandon Payne Photography

www.finance.utah.gov

A Utah Department of Administrative Services, Division of Finance monthly communication service

Another Successful Closeout

We want to send out a big thank you to all of the budget and accounting officers for your assistance with the fiscal year 2008 closeout. We all face many challenges during closeout that include tight deadlines, FINET system changes, and new accounting and auditing standards. Thank you for meeting the closeout deadlines.

Reporting and Tracking Cutoff Issues

We would like to remind you that UCA 63J-1-401 requires that all claims and payments for goods and services are to be expensed in the fiscal year in which they are received. The Utah code allows that the payment can be made in subsequent years "if these claims do not exceed unexpended and unencumbered balances or appropriations for the years in which the obligation was incurred." If your agency has any payments made in a subsequent year that relate to the prior fiscal year, those payments need to be reported to the Division of Finance, attention Jill Ressler. Please include the fund number and the old year line item as part of the information you submit. The Division of Finance will log or identify these old year payments paid in the new year and compare them to the proper prior year line item. For questions, please contact Jill Ressler at 538-3490 or jressler@utah.gov.

In addition, as the Financial Reporting Section continues the closeout process and begins working on drafts for the Comprehensive Annual Financial Report (CAFR), we are asking for your assistance to identify any OTHER fiscal year cutoff issues. Examples of these are Prepaids, Deferred Revenues, or Receivables that you identify after close out that should have been accrued in FY 08, but for whatever reason were not accrued. Each agency should keep a detailed listing of these cutoff issues and if the total amount of these issues exceeds $100,000 please contact Marcie Handy at 538-1678 or mhandy@utah.gov so we can evaluate the impact these cutoff transactions have on the State's financial statements. Please DO NOT attempt to fix these issues yourself by posting entries to FINET in the old fiscal year. If we feel that any corrections need to be made we will work closely with agencies and make sure they are involved in any changes to closing packages or specific balances.

Again, thank you for all your hard work to ensure that the fiscal year is closed out correctly and our CAFR is complete and accurate.

Another Successful Closeout

Card Fees Going Up

Help Desk FAQs

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Card Fees Going Up

Fees may be going up for those agencies who accept Interlink PIN-based debit cards. The state contract regarding the interchange fees payable to Interlink has expired. These fees represent the cost to the State of Utah for accepting Interlink PIN-based debit cards as payment. The $0.50 cap on these fees has been removed effective April 1, 2008; therefore you may see an increase on your credit card statements if you regularly accept these cards.

Interlink is the Electronic Funds Transfer Point of Sale (EFTPOS) division of VISA. Contrary to a regular VISA check card purchase, an Interlink transaction is authenticated using a personal identification number and offers the possibility of obtaining cash back from a merchant. These cards are identified with the INTERLINK logo on the back of the card.

While currently, this increase only affects Interlink PIN-based debit cards, all other debit cards such as Star, Maestro, NYCE etc, may soon follow suit.

Visa and Mastercard update their rates semiannually and are published at the following web sites:

http://usa.visa.com/merchants/operations/interchange_rates.html

http://www.mastercard.com/us/merchant/how_works/interchange_rates.html

Help Desk FAQs

by Ken Roner

Q. I have been creating IDT documents to move the Pcard expenditures from the default account to the various accounts we want them charged to. Is that the right way to do it? I was told that there were IET's created where we could make those changes. Is that true?

A. The Pcard charges are initially paid by General Services. General Services automatically creates IETs each month on FINET that you can use to allocate the Pcard charges.

What to do?

Look for IET's with your agency number in the Department field and an ID number of 9P#########. 9 is for the fiscal year, P is for Pcard, the next 4 numbers are your unit number and the last 5 are just a random numeric. The dollar amount of the IET will agree to the total dollar amount on that month's Pcard statement.

Locate the correct IET in the document Catalog, open it up and click on the edit button located at the bottom of the screen to make the IET active. Don't modify anything in the exchange details or 1st Party Accounting side. Under 2nd Party Accounting, change the coding to reflect where you want the charges to go. You may add as many lines as are needed to accomplish this task. If you have some items going to more than one fund, call the help desk for assistance.

Payables Training

Larry Simpson, Finance Trainer

This is the second in a series of articles highlighting the training provided by the Division of Finance. This month we will highlight the Payables training.

The Payables training focuses on the documents that generate a payment to a vendor.

FINET documents used for this purpose include:
- GAX – General Accounting Expenditure
- PRC – Commodity-based Payment Request

We provide two separate courses for Payables training — online and instructor led.

Online Course

This course provides an overview of the Payment Request process. It includes in-depth coverage of the GAX and PRC documents. Students will also learn:
- How to find and use commodity and vendor information
- When and how to process Payment Request documents
- How to locate and use previously entered purchase order documents to create Payment Request documents
- How to find information about processed disbursement transactions

The Payables on-line course provides the foundation for the instructor-led course described below and is a prerequisite for the instructor-led course. You may access this online course from the Division of Finance web site at www.finance.utah.gov. Select the training from the horizontal menu, then choose FINET training, on-line courses, and Payables.

Instructor-led Class

The Instructor-led class builds on the information in the on-line course and then focuses on exercises to practice each document. The exercises allow students to apply the concepts learned in the on-line course and practice processing documents in a test environment. The course lasts approximately 4 hours.

Instructor-led classes are delivered using our remote training software (iLinc) so you can participate from your own location. You need no additional software on your computer as long as you are within the state's firewall. If you are outside of the state's firewall you can work with your DTS staff to install VPN software to obtain access.

The class includes practice exercises with the following documents:
- GAX – General Accounting Expenditure
- PRC – Commodity-based Payment Request

The Payables instructor-led class is offered monthly. You can register for the next class from the Division of Finance web site at www.finance.utah.gov, select the training icon, FINET training, classroom Training, then follow the screen instructions.

Brook Mcelmurry Finance Trainer

Data Warehouse FAQs

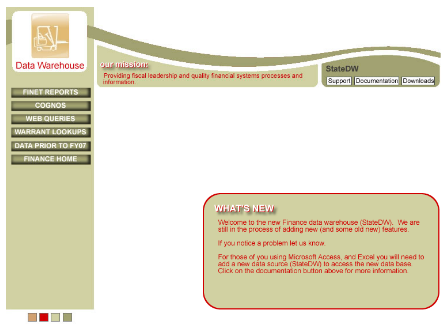
by Cynthia Heyman

Q. How do I access Data Warehouse?

This might seem like a simple question, and many people have their own way of viewing the data in Data Warehouse. But did you know there are a few different ways to find data in Data Warehouse?

Access Through the StateDW WebPage

If you would like to use Cognos or web queries, go to our website at www.finance.utah.gov Click on *Data Warehouse* from the horizontal navigation menu. Log in using your LAN user ID and password to view the main Data Warehouse website screen. Click on the New StateDW Datawarehouse on the top of the screen and you will see the page shown below with a menu on the left hand side.



Cognos:

Cognos is a software package the Data Warehouse team uses to generate reports. We have created many reports for FINET, Payroll, DHRM, etc. These reports are arranged and organized by the Data Warehouse personnel for your ease of use.

1. Click *Cognos* (The *Finet Reports* link just above the *Cognos* link will take you directly to the reports for FINET whereas clicking on *Cognos* will take you to all the reports.)
2. Click on the **yellow** folder corresponding with the type of report you wish to access.

If you select one of the yellow folders above, you may be taken to additional folders organizing the reports available.

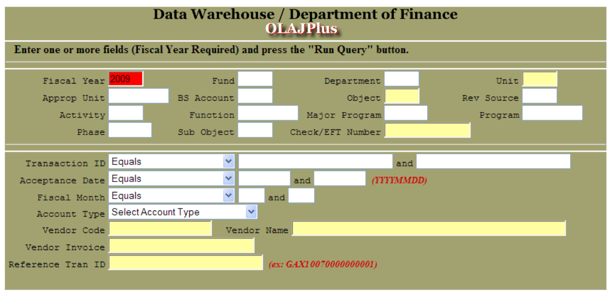
Web Queries and Warrant Lookups

Web Queries and *Warrant Lookups* enable you to access data by querying the data directly through the Internet. Under *Web Queries* you can directly query the Accounting Journal, Labor Plus, and vendor names. Under *Warrant Lookups* you can find warrants by GAX/PRC, Check Number, Invoice, Vendor Name, and Vendor Number.

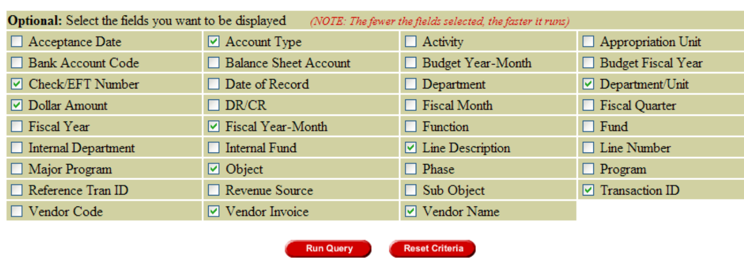
To access the Web Queries:

1. On the left navigation menu, place your mouse on Web Queries without clicking. You will see a flyout menu with several options. Click on *Online Accounting Journal*.

2. Enter as much information as you can into the boxes provided. The more information you enter, the more defined your query will be and the faster your query will run.



3. Select the fields you want displayed in the report your query generates. The fewer fields selected, the faster the query will run.



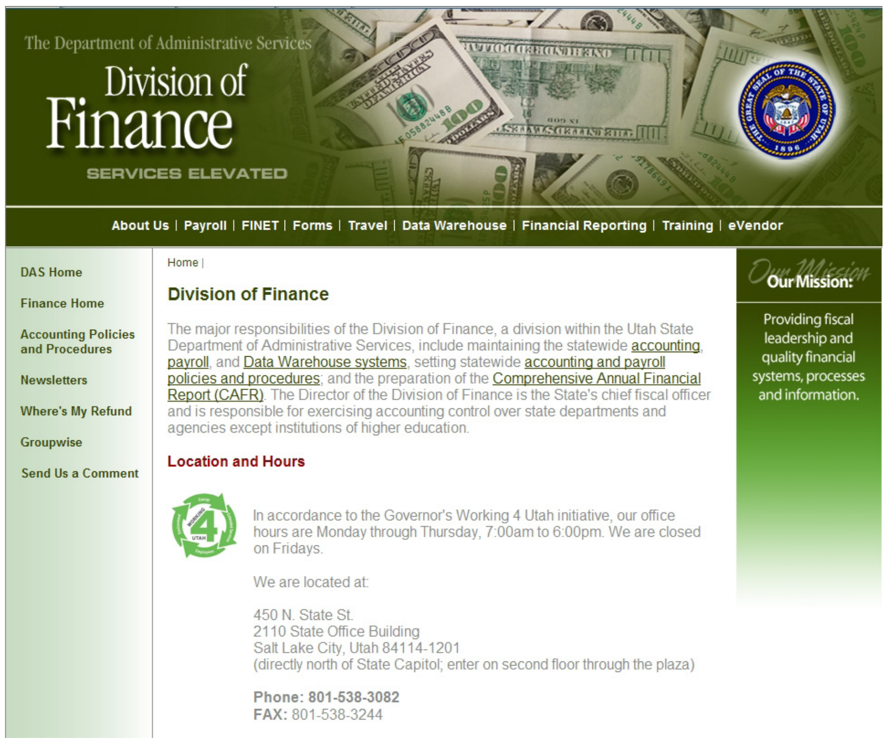
Access Through Microsoft Excel & Access

You may also choose to access the data in Data Warehouse using Microsoft Access or Excel. When you connect this way, your PC needs to have an ODBC connection to Data Warehouse. Your LAN administrator can set up this connection for you. Once connected, you can link to the Data Warehouse tables and run your queries from within Access and Excel. You may call Data Warehouse if you need help finding these tables once your ODBC connection is established.

If you would like more information on connecting to Data Warehouse using any of the methods described above, please feel free to contact the Data Warehouse personnel at 801-538-9733. Bookmark Data Warehouse at www.datawarehouse.utah.gov.

Division of Finance Unveils New Website

The Division of Finance website has a new look! On September 2, the division launched it's new website as part of a new website for the Department of Administrative Services. We will continue to add information, resources, and links to assist you in getting to the information you need quickly. If you have comments or suggestions regarding the new website, please email Marilee Richins at mprichins@utah.gov or submit your comments from the web at http://finance.utah.gov/contact/index.php. We would love to hear from you.



Did You Know?

The Division of Finance publishes a quarterly Travel newsletter that soptlights new travel industry information, updates to state contracts, changes to the travel policies and procedures, and other current issues pertinent to State of Utah travelers. You may sign up for this newsletter and access past issues of the Travel newsletter by going to www.finance.utah.gov/travel. You may also call Tami Nelson at 538-3109 with any travel related questions.

T R A I N E R S

C O R N E R

September

Instructor Led Classes	Date	Time	Pre-Requisite Online Training
Budget	Sept 23	8am to noon	System Navigation, Budgeting
Cash Receipts	Sept 17	1pm to 5pm	System Navigation, Revenues
Fixed Assets	Sept 18	1pm to 5pm	System Navigation, Fixed Assets
Inventory	Sept 11	8am to 5 pm	System Navigation
Payables	Sept 18	8am to noon	System Navigation, Payables
Purchase Orders	Sept 17	8am to noon	System Navigation, Procurement Overview
Receivables	Sept 16	1pm to 5pm	System Navigation, Revenues
Requisitions	Sept 16	8am to noon	System Navigation, Procurement Overview

TO REGISTER:

Link to: http://www.apps.finance.utah.gov:8090/quest/finet/syllabus/syllabus.htm. Course descriptions are available from the Finance Home Page at http://www.finance.utah.gov. Click on the Training button.